

**ONE STOP OPERATOR/FISCAL AGENT'S ISSUANCE NO. 2000-20**

**DATE:** January 8, 2001  
**TO:** All FEC Staff, WIA Youth, Adult, & Dislocated Worker  
Contractors and YOG Contractors  
**FROM:** Clyde McQueen, President/CEO  
**SUBJECT:** Documentation of Outcomes (Skill Attainment and  
Credentials) of Clients  
**EFFECTIVE DATE:** July 1, 2000

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**BACKGROUND:** This issuance is based on the WIA Act; the WIA Regulations dated August 11, 2000; and DWD Issuance 07-00 dated December 11, 2000.

**ACTION:** FEC staff should add this issuance to their Policies and Procedures Manuals. Contractors should maintain this issuance with their contracts.

**PURPOSE:** The purpose of this issuance is to provide staff additional information on how to document a client's attainment of basic skills, work readiness, or occupational skills and how to document the attainment of credentials, and submission of the appropriate forms and documentation to the Full Employment Council's Management Information System (MIS) unit so that the attainment of skills and credentials are documented on the Missouri Toolbox system.

**SUBSTANCE:**

**SKILL ATTAINMENT.** One of the performance standards for younger youth (youth ages 14 through 18) is the attainment of skills (**basic skills, work readiness skills or occupational skill training**). To document the attainment of skills, the youth must be pre-assessed and post-tested to determine skill attainment. *Occupational skill attainment* also requires certification by the training provider or the employer. Training providers must provide a *Certificate* to youth who attain occupational skills. A copy of a sample certificate is attached.

To report skill attainment to the Full Employment Council (FEC), the WIA-Y11, Certification of Skill Attainment or Credential form, must be submitted to the FEC's MIS unit. A copy of the *Certification of Skill Attainment or Credential* form and instructions is attached. In reference to documentation of attainment of *basic skills* or *work readiness skills*, a copy of the both the pre-assessment and post-test must be attached to the WIA-Y11, Certification of Skill Attainment or Credential form and submitted to MIS. To document attainment of occupational skills, a copy of the training plan and employer signature attesting to skill attainment must be attached to the WIA-Y11, Certification of Skill Attainment or Credential form, and submitted to FEC's MIS unit.

**CREDENTIALS:** Credential attainment may be defined as any of the following:

1. A certificate, diploma, degree, or statement of competency awarded by an eligible training provider which is on the State approved list.
2. Completion or attainment of any of the following: high school diploma; general educational development (GED); or certificate, diploma, associate, bachelor, graduate or higher degree issued by an institution of higher education that is legally authorized to offer post-secondary education.
3. Completion of work-based learning (on-the-job training, internships, or work experience) which meets the following criteria:
  - A training plan has been developed with the employer which specifies the competencies, tasks, or skills to be attained by the participant.
  - Skill attainment by the participant has been reviewed and evaluated by the employer at various intervals during the period of the work-based learning.
  - The employer provided the training or curriculum to support the instruction of the competencies, tasks, or skills.
  - The Employer confirmed the attainment of completion of at least 90 percent of the competencies, tasks, or skills through valid and reliable testing or demonstration of competence, tasks, or skills on the job by the client.
  - The employer has signed off on the competencies attained by the client and has issued the client a *certificate*.

To document credential attainment, a copy of the training plan and employer signature attesting to skill attainment must be attached to the WIA-Y11, Certification of Skill Attainment or Credential form, and submitted to FEC's MIS unit.

**INQUIRIES:** If you have any questions, please contact Richard Salazar at 471-2330, ext. 285 or Peggy Martinez at 471-2330, ext. 239.